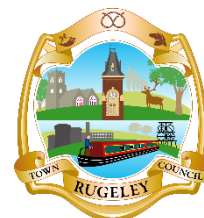


# RUGELEY TOWN COUNCIL

Town Clerk: Mrs Hilary Goodreid CiLCA PSLCC  
E: [clerk@rugeleytowncouncil.gov.uk](mailto:clerk@rugeleytowncouncil.gov.uk)



This is the public notice of the **Complaints Committee** for Rugeley Town Council which will be held at the Council Chamber, Rugeley at **1.00pm on Wednesday 4<sup>th</sup> May 2022** at which the following business will be transacted.

*Hilary Goodreid*

Mrs H Goodreid  
Town Clerk

## AGENDA

<b>1</b> 1.1	<b>Election of Chair of Committee</b> Cllrs to elect a Chair of the Committee
<b>2</b> 2.1	<b>Exclusion of the Public</b> The public will be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.
<b>3</b> 3.1	<b>Welcome, introductions and outline the procedure</b> The Chair will introduce all in attendance and outline the procedure as identified in the Councils Complaints Policy.
<b>4</b> 4.1	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)
<b>5</b>	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>
<b>6</b>	<b>To receive any requests for dispensation.</b>
<b>7</b> 7.1 7.2 7.3 7.4 7.5 7.6	<b>Complaint</b> The Complainant to outline the grounds for the complaint Questions to be asked by the Town Clerk and then Councillors. The Town Clerk to outline the Councils position. Questions to be asked by the complainant and then Councillors The Town Clerk to summarise the councils position The Complainant to summarise their position
<b>8</b> 8.1	<b>Deliberation</b> The Town Clerk, the Complainant and the complainant's representative will be asked to leave the room so that Councillors can deliberate.